



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT CHIEF, COMMUNITY HEALTH PROMOTION

Class No. 004806

■ CLASSIFICATION PURPOSE

Under general direction, to assist with the administration and management of the Community Health Promotion Program; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Assistant Chief, Community Health Promotion is a second line supervisor. The incumbent reports to the Chief, Community Health Promotion. This class is allocated to the Administrative Support Services Division of the Health and Human Services Agency (HHS). This class is responsible for assisting the Chief, Community Health Promotion with the overall program administration and management activities. The Assistant Chief, Community Health Promotion differs from the Chief, Community Health Promotion class in that the latter is responsible for the program's internal and external management and for coordination with other services. The Assistant Chief differs from the next lower class, Supervising Community Health Promotion Specialist, in that the Assistant Chief acts in the absence of the Chief, while the Supervising Community Health Promotion Specialist is a first line supervisor class responsible for coordinating community public health promotion and education program activities through subordinate staff.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, develops, manages and evaluates public health promotion and education programs.
2. Participates in the development and implementation of goals, policies, standards and procedures for all community health promotion activities and services.
3. Participates in the recruitment, selection, and evaluation of public health promotion staff and assists them in professional growth and development.
4. Supervises subordinate staff.
5. Assigns and reviews the work of Supervising Public Health Educators, Supervising Health Information Specialists, Public Health Nutrition Managers and other staff assigned to the Public Health Promotion Division.
6. Collaborates with administrative and service personnel to coordinate public health promotion and education services with departmental programs.
7. Represents the department to community groups, professional associations and the media.
8. Serves on various community advisory boards and committees to coordinate and promote public health services in the community.
9. Participates in the preparation of the annual program budget.
10. Manages program budgets and contracts.
11. Prepares board letters, grant proposals, critical correspondence, reports and other written materials.
12. Analyzes impact of legislation; develops and manages public health promotion and education programs and activities mandated by legislation.
13. Supervises professional, paraprofessional and support staff, and student workers.

14. Provides leadership to staff.
15. Assumes full administrative responsibilities in absence of the Chief, Public Health Promotion.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Philosophy of public health and public health education.
- Principles and practices of public health education.
- Principles and strategies of community organization.
- Community and public health programs and practices.
- Methods to disseminate health information to the public.
- Principles of program administration and management.
- Principles of budget preparation and administration.
- Personnel management, supervision and employee relations.
- Report preparation including boards letters, grant proposals and legislative analysis.
- Current trends in public health and public health promotion and education.
- Principles of group dynamics.
- Organization, structure, policies and procedures of county government.
- Principles of consultation.
- Local agencies and health resources in the community.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Administer and manage community public health promotion and education programs targeting the general public as well as diverse cultural and ethnic populations.
- Exercise initiative and independent judgment.
- Develop program priorities and goals and provide staff direction.
- Assist with establishing and implementing policies and procedures.
- Select, train, evaluate and supervise subordinate staff.
- Effectively utilize research findings and morbidity and mortality data in the design of public health education programs.
- Prepare board letters, reports, correspondence and other written materials.
- Provide consultation to departmental managers, local professional and political groups, university faculty, health care professionals, key community leaders and community agency and school administrators.
- Develop and monitor public health promotion program budgets.
- Prepare and deliver effective oral presentations.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a master's degree in public health education or community health promotion from a college or university accredited by the Council on Education for Public Health (California Administrative Code, Title 17, Section 1304), AND, four (4) years of full-time experience in community health promotion and education, preferably in a local health department. At least (2) of those years must have been at the administrative and supervisory level.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

New: February 5, 1990
Retitled: October 25, 1996
Reviewed: Spring 2003
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Assistant Chief, Community Health Promotion (Class No. 004806)

Union Code: MA

Variable Entry: Y